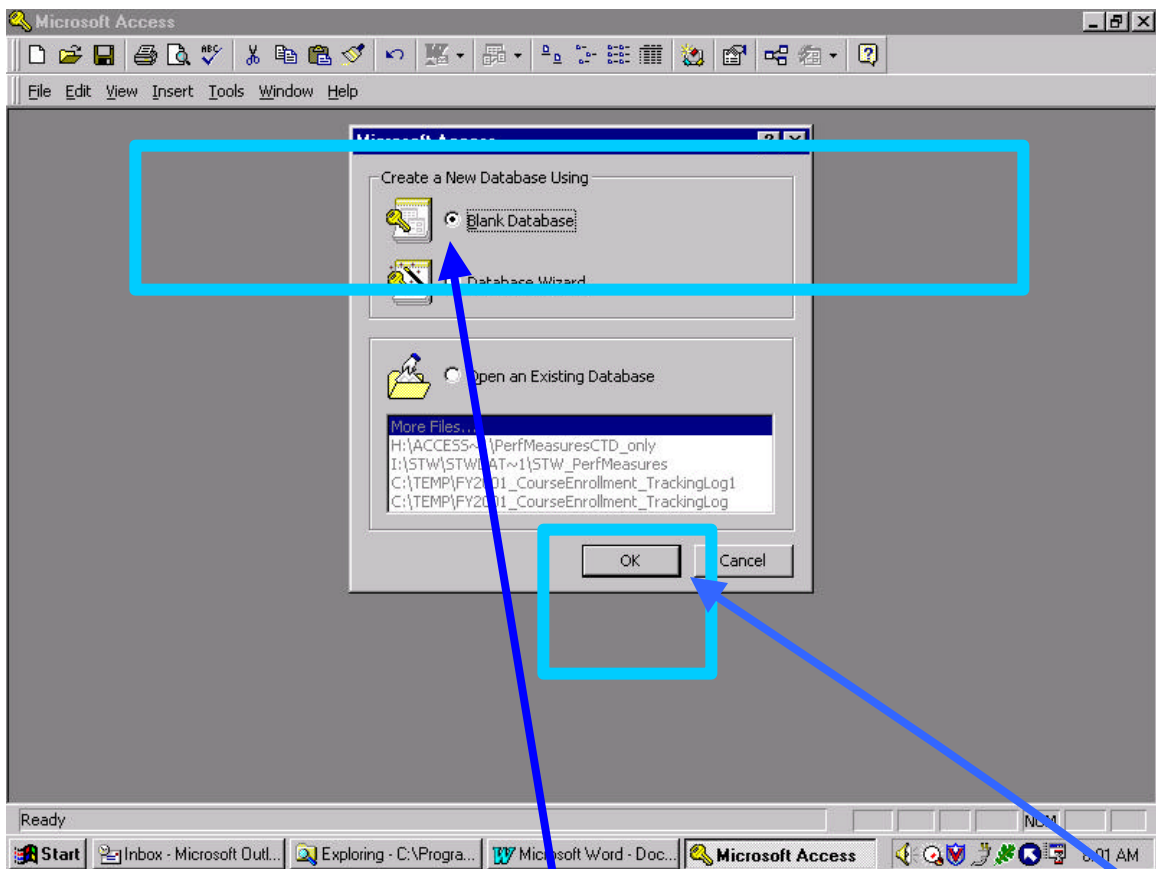


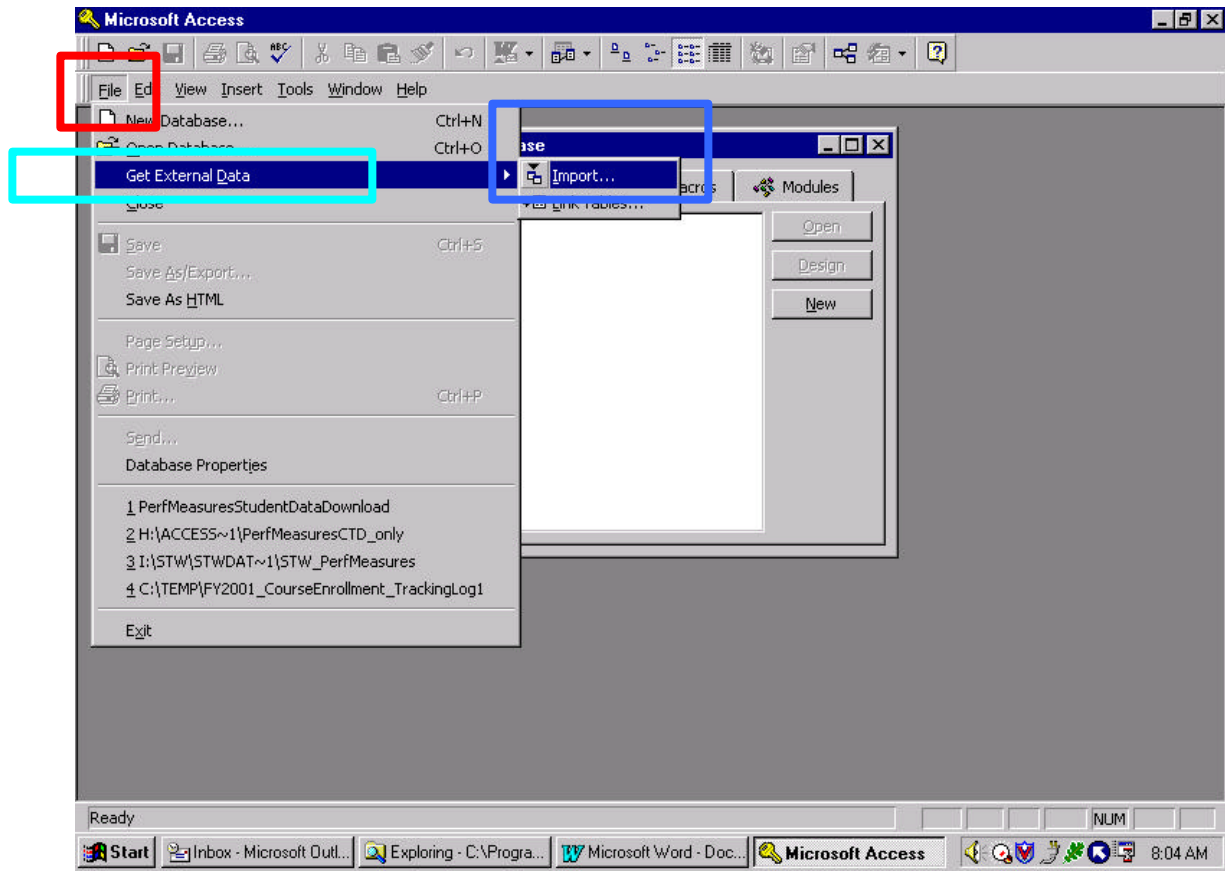
How to create an Access table From a Text file:



First, open Access, select
Blank database, click OK.

Then, **save the file** with a name that is related to your Student
Data Download.

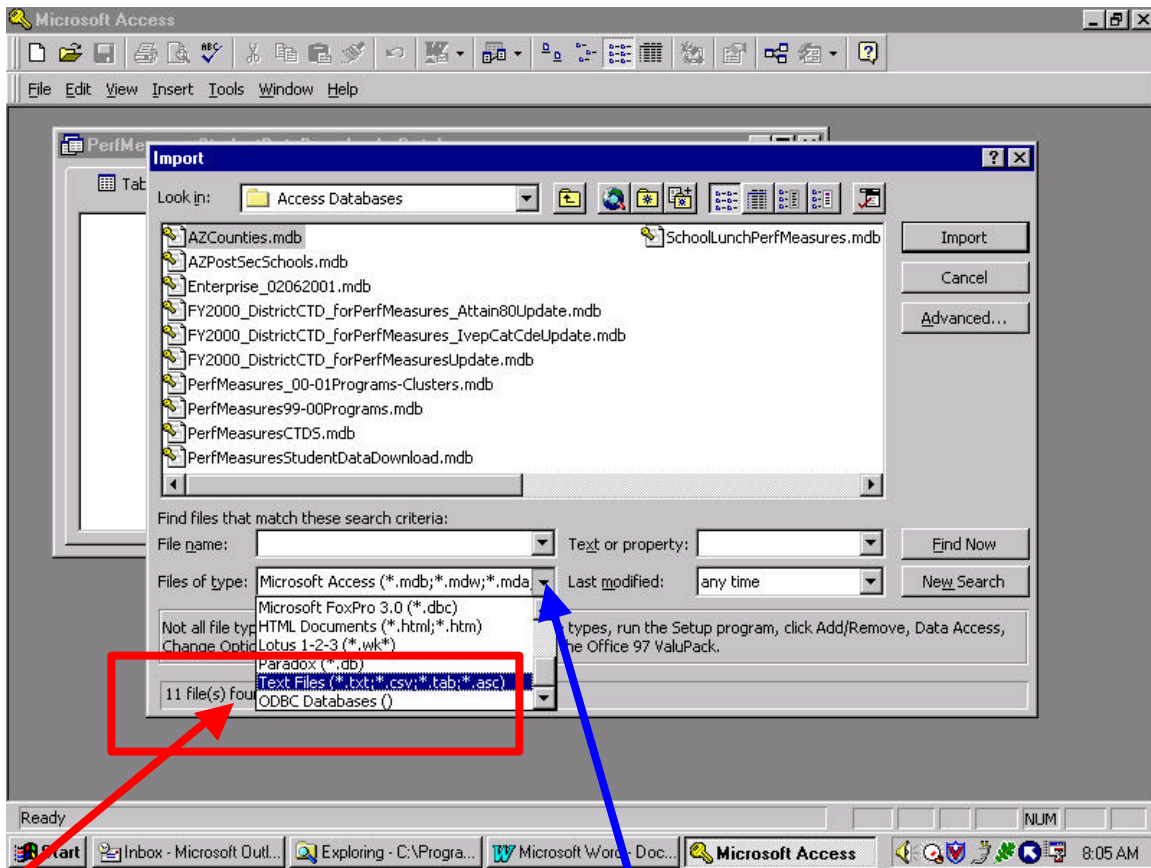
For example “Agua Fria High School Student Data”



click on **File** in the upper left corner

then **highlight** *Get External Data*

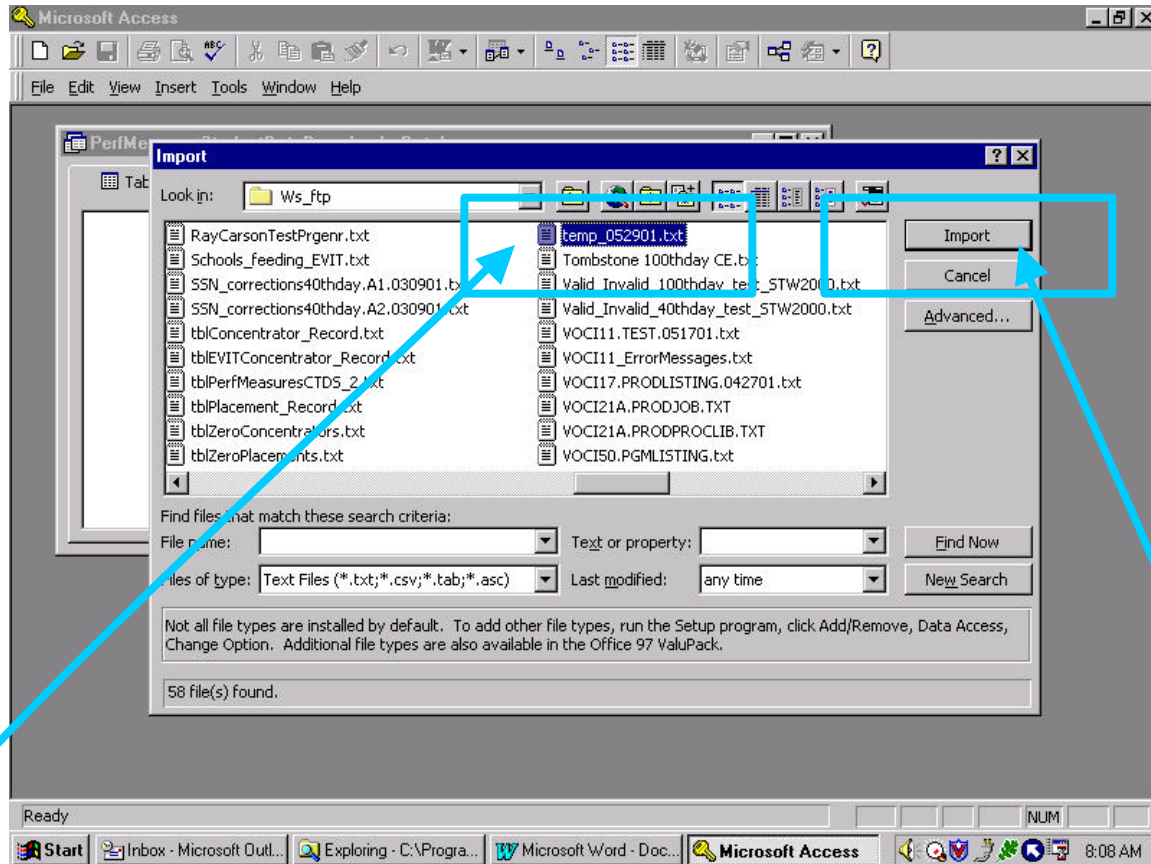
then click on *Import*



At the bottom of the screen:

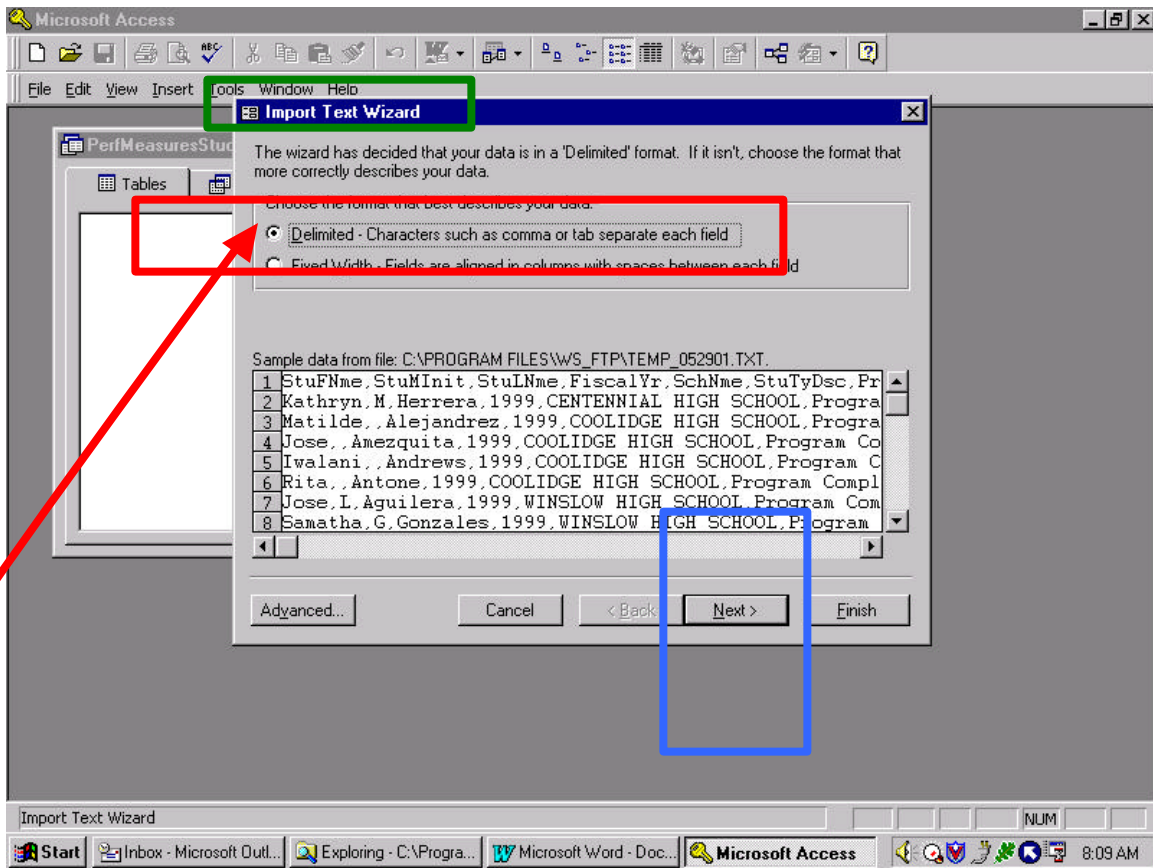
click on the drop-down box "Files of type:"

highlight **Text Files** – You are telling Access that you will be importing a text file into a new table.



Find the text file you created containing the Student Data Download you selected. This will be located in whatever folder you saved it in.

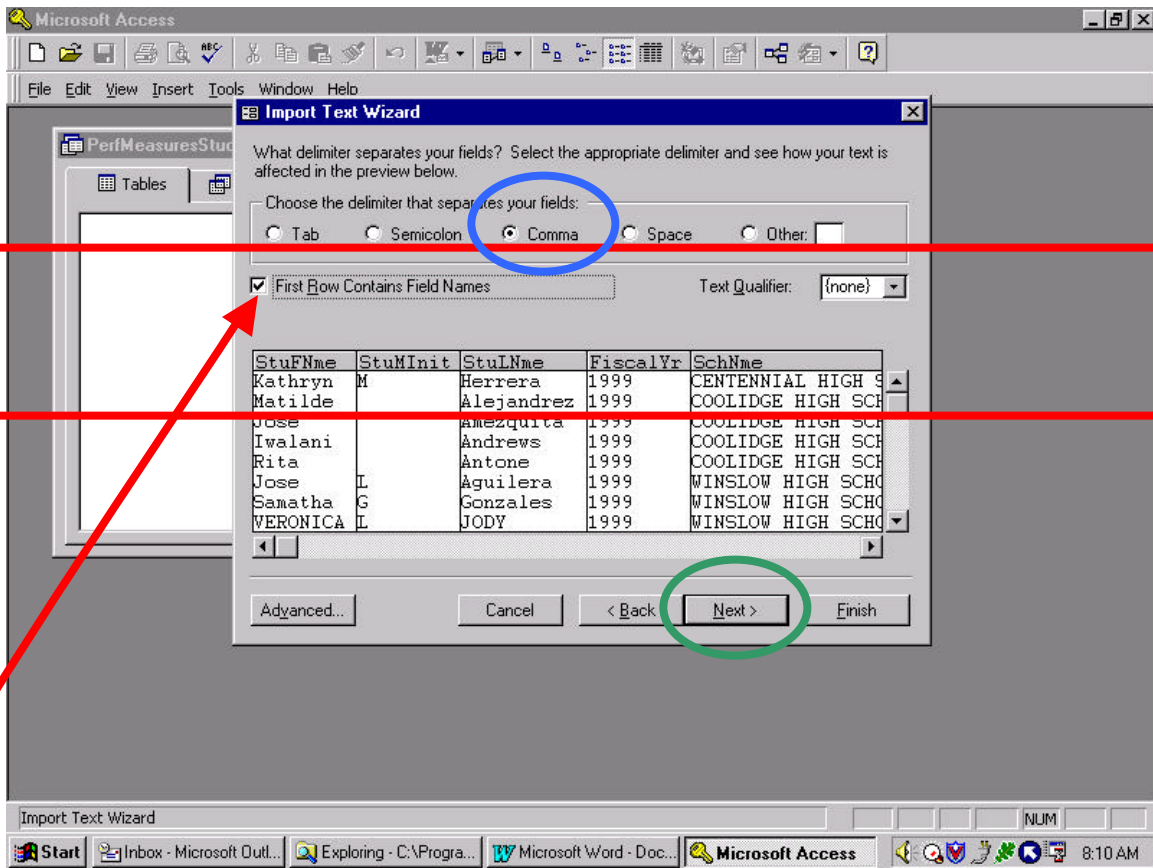
Highlight your text file, and click on Import.



When you click on Import, an **Import Text Wizard** will appear.

Select Delimited – this is comma-delimited file. This means that commas separate each field. This allows the computer to sort the information correctly.

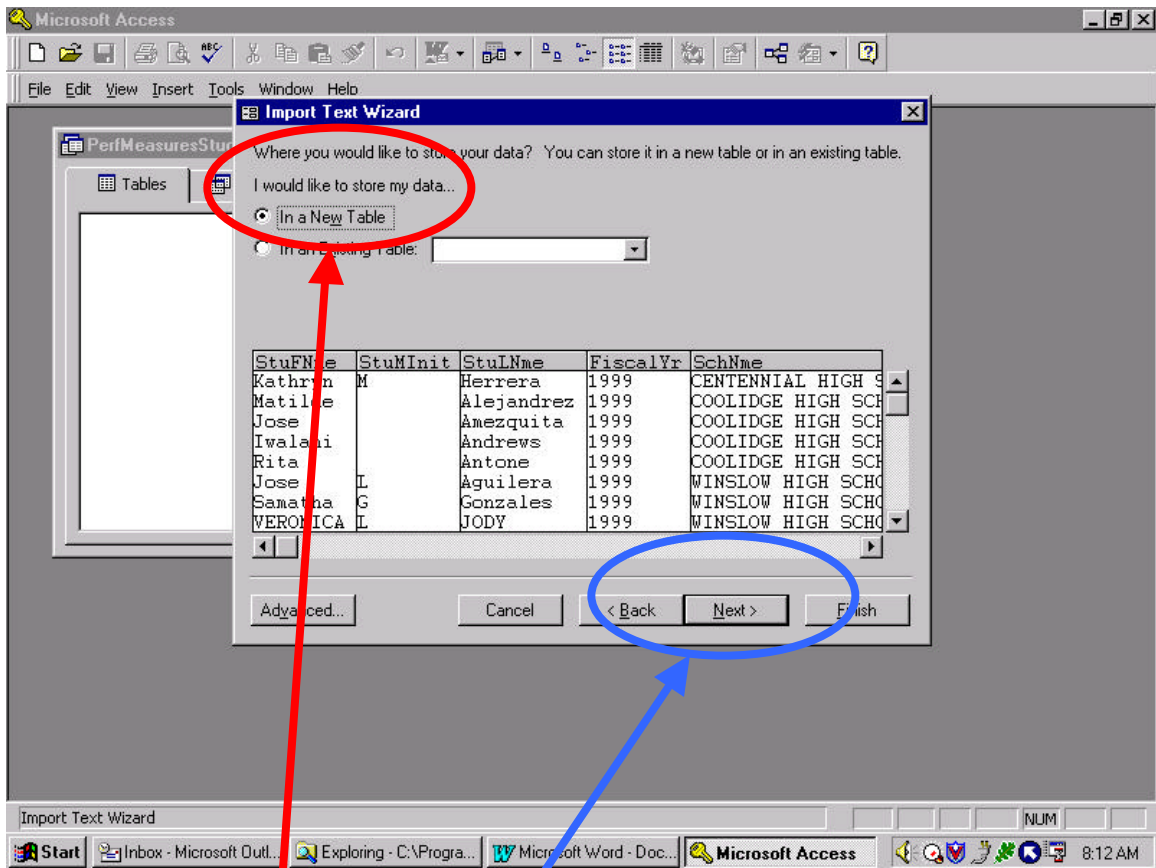
Click on Next.



Notice that you do not need to choose the delimiter that separates your fields – **Comma** is already chosen. This is the correct selection.

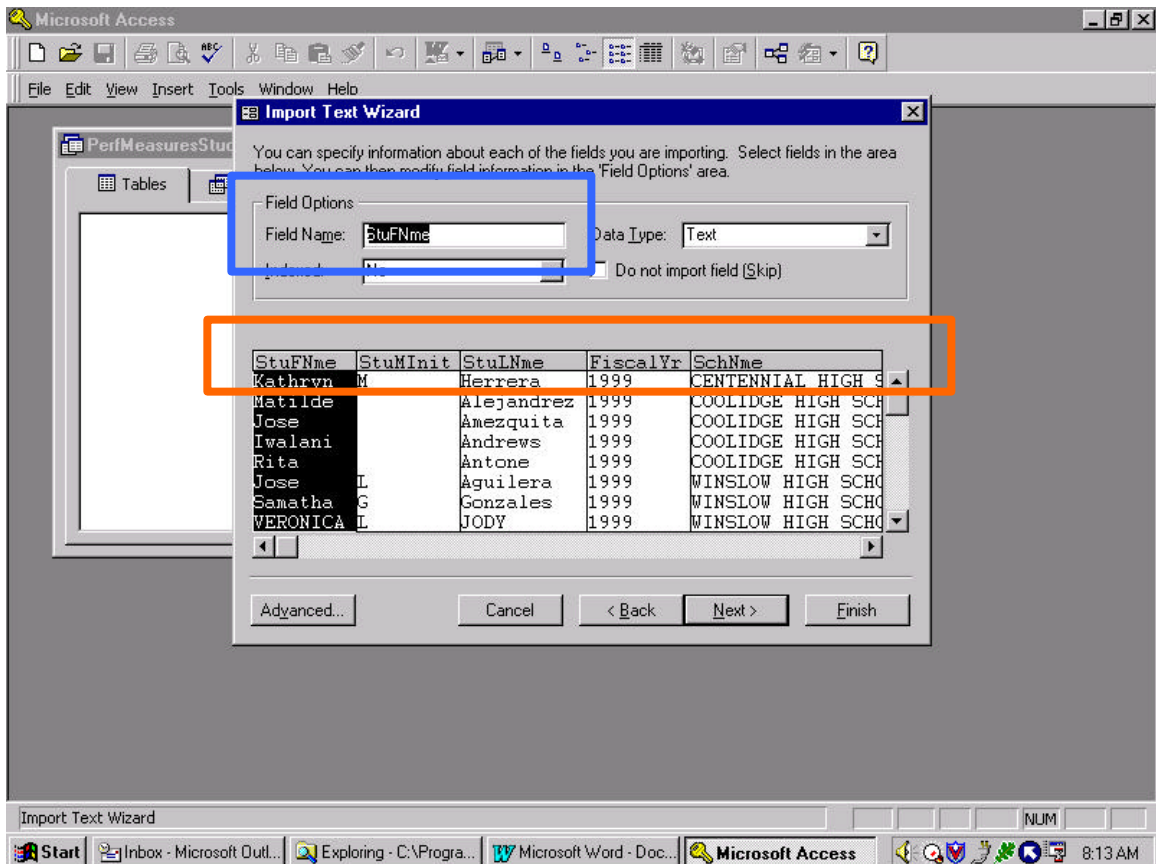
Click on First Row Contains Field Names. This checkbox tells Access that the first row is not part of the data but are titles of columns.

Click on **Next**.



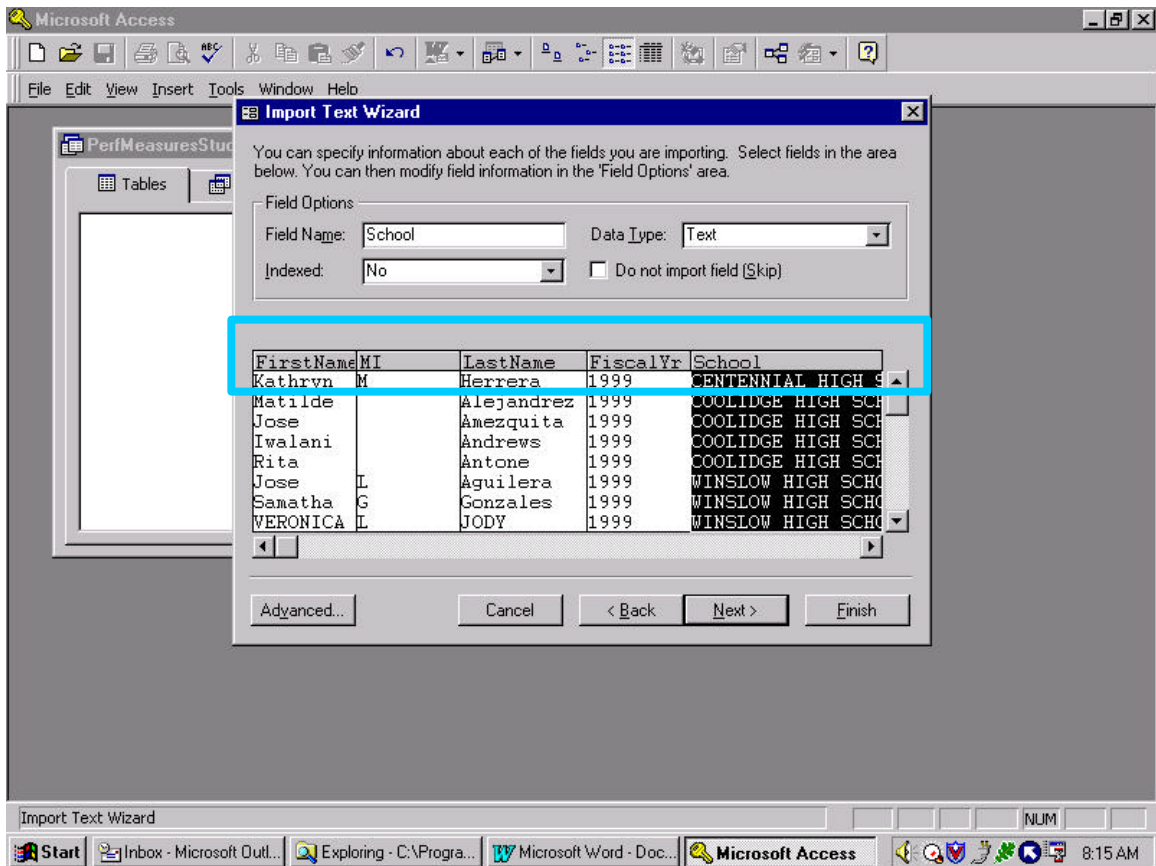
Click on **In a New Table**.

Click on **Next**.

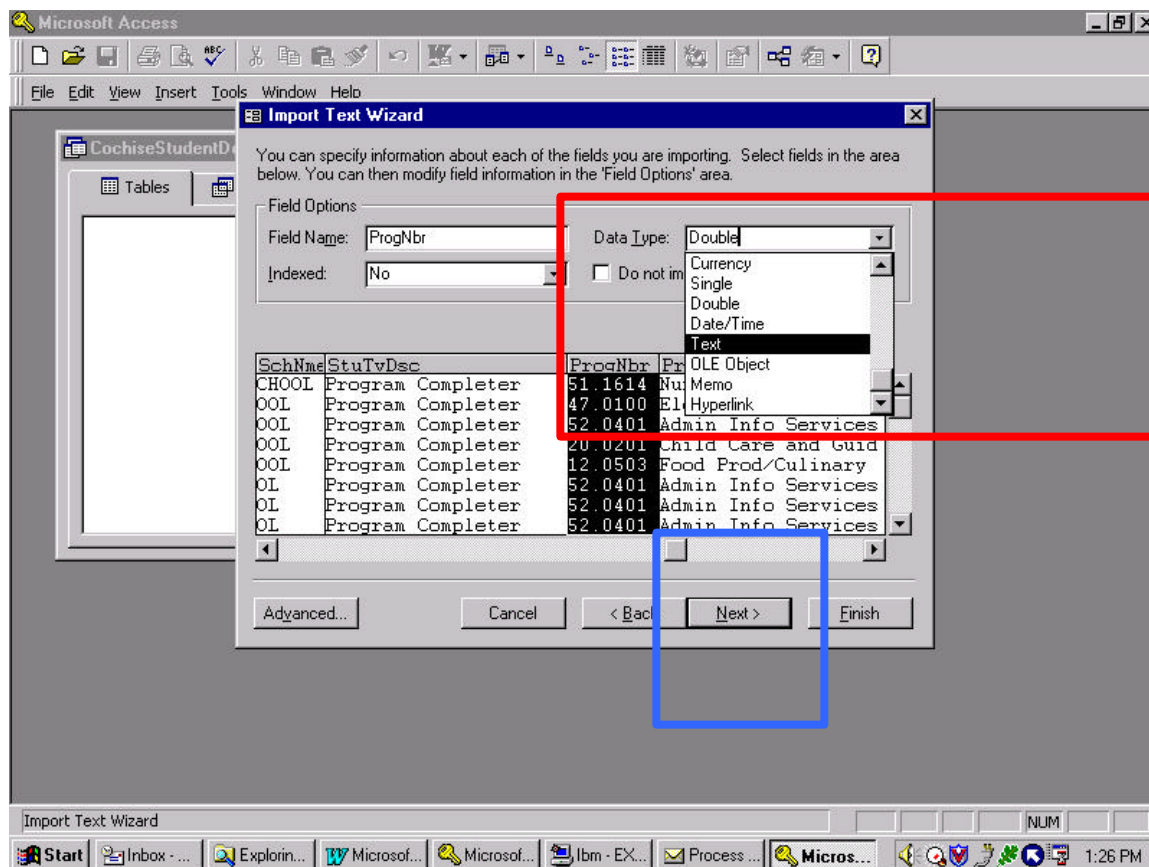


You can now **either keep the field names that are provided, or change them to other field names** – for example, you can change StuFNme to FirstName, etc.

To change field names, click on each column and type the new field name in the **Field Name** field.



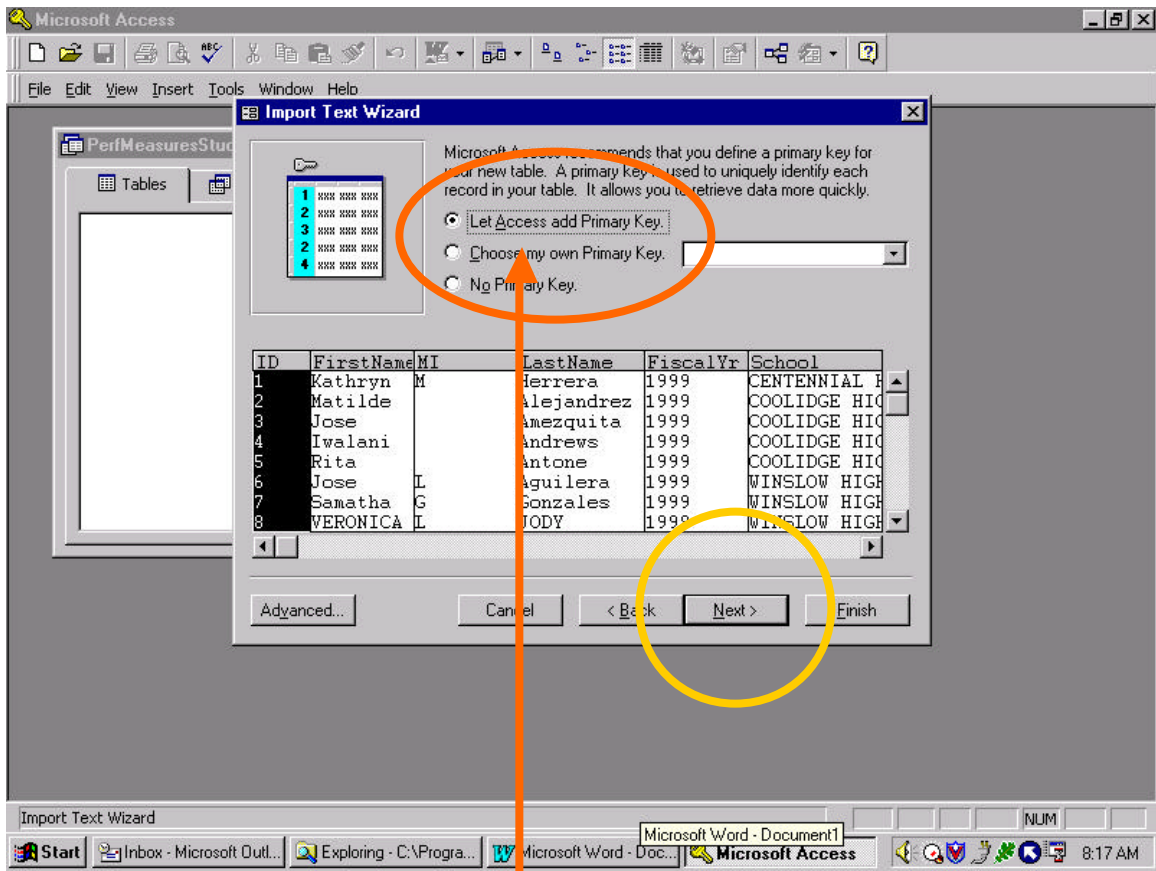
In the above example I have changed the field names to **FirstName, MI, LastName, School**. Continue changing the field names until all are done. Remember, it is not necessary to change the field names – but you can if you want to.



There is one more thing to change in one field so that Access will format the field correctly. You must change the Data Type of the Program Number (ProgNbr) from Double to Text.

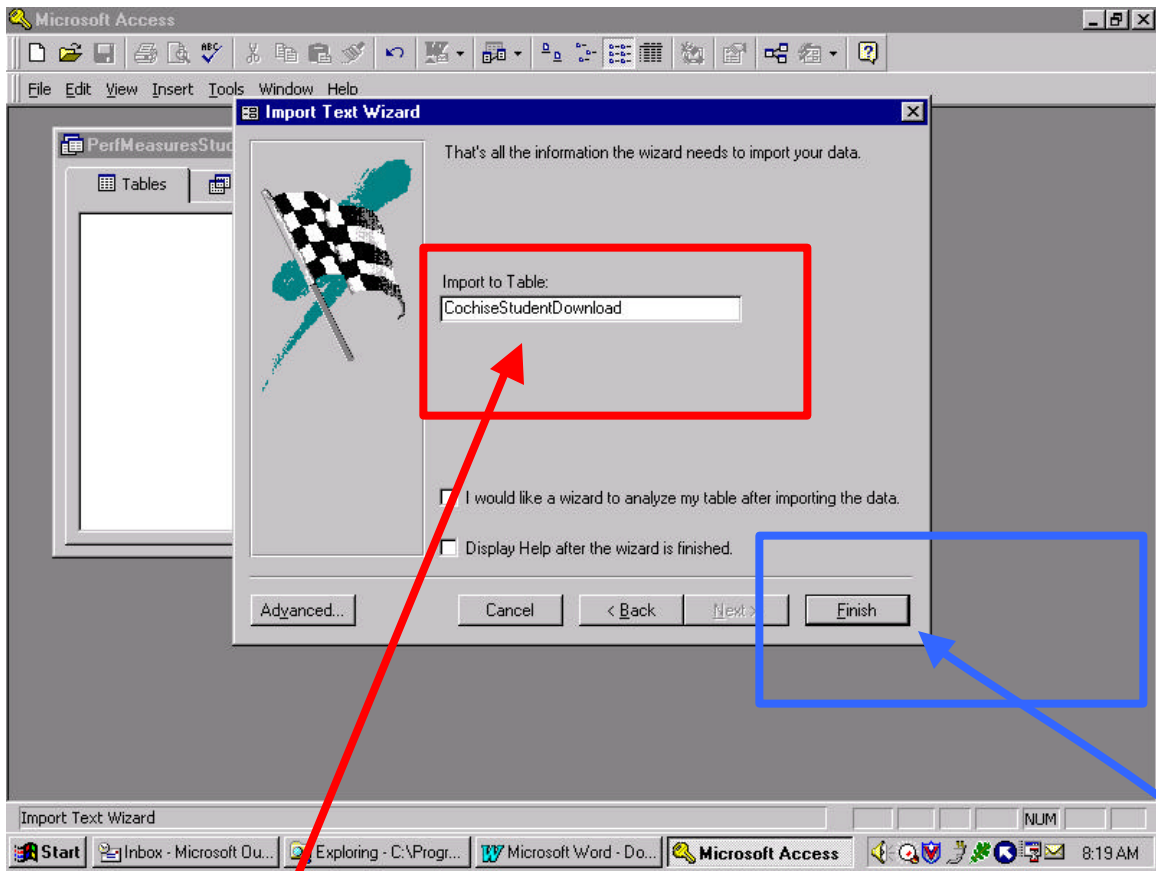
Use the scrolling arrows to scroll over to the ProgNbr field, click on the Data Type drop-down box and change this from Double to Text. If you do not do this, Access will truncate all programs that end in zeros (Access will truncate as 47.0100 to 47.01). Access will not do this if the field is a text field. **Select the column titled ProgNbr. Click on the dropdown arrow next to Data Type. Select Text.**

When you are finished with your changes, click **Next**.



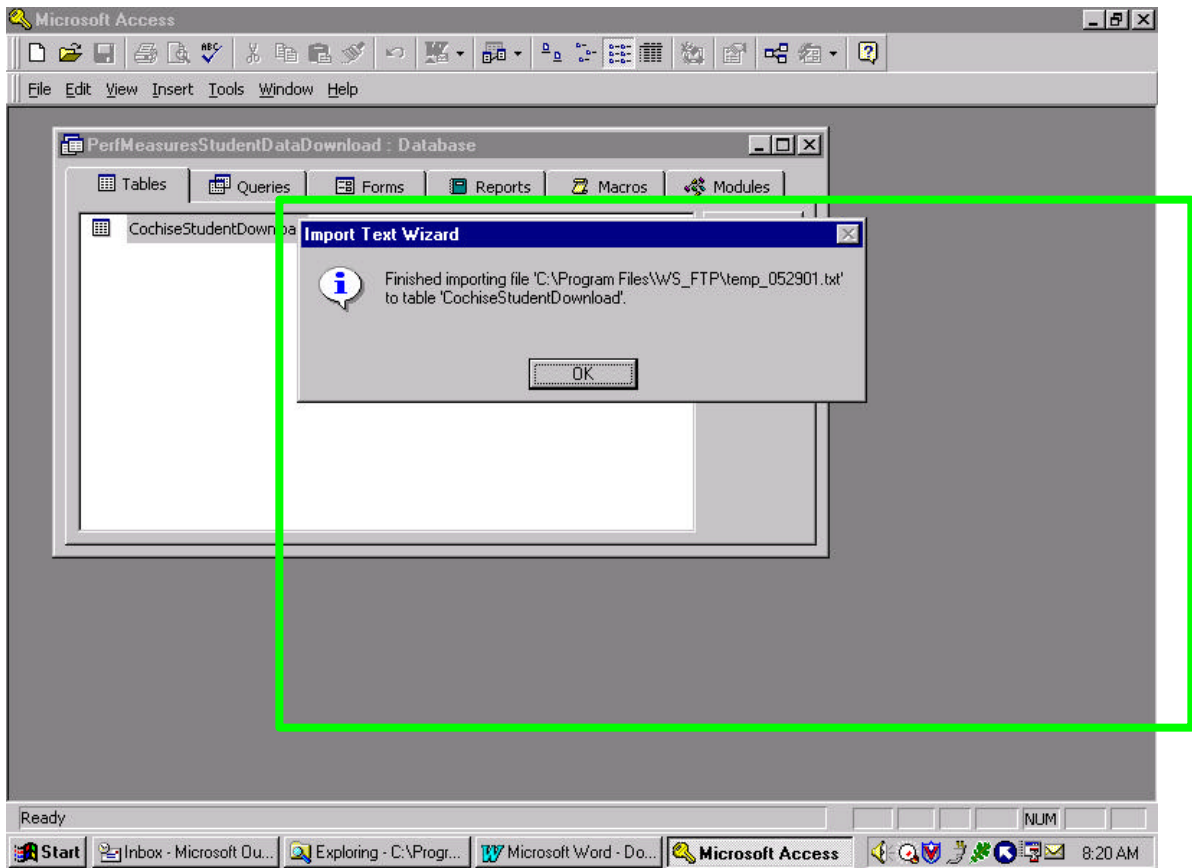
At this point, select **Let Access add Primary Key**. Your records in the table will be numbered starting at 1 through as many records as there are in your download.

Click on **Next**.



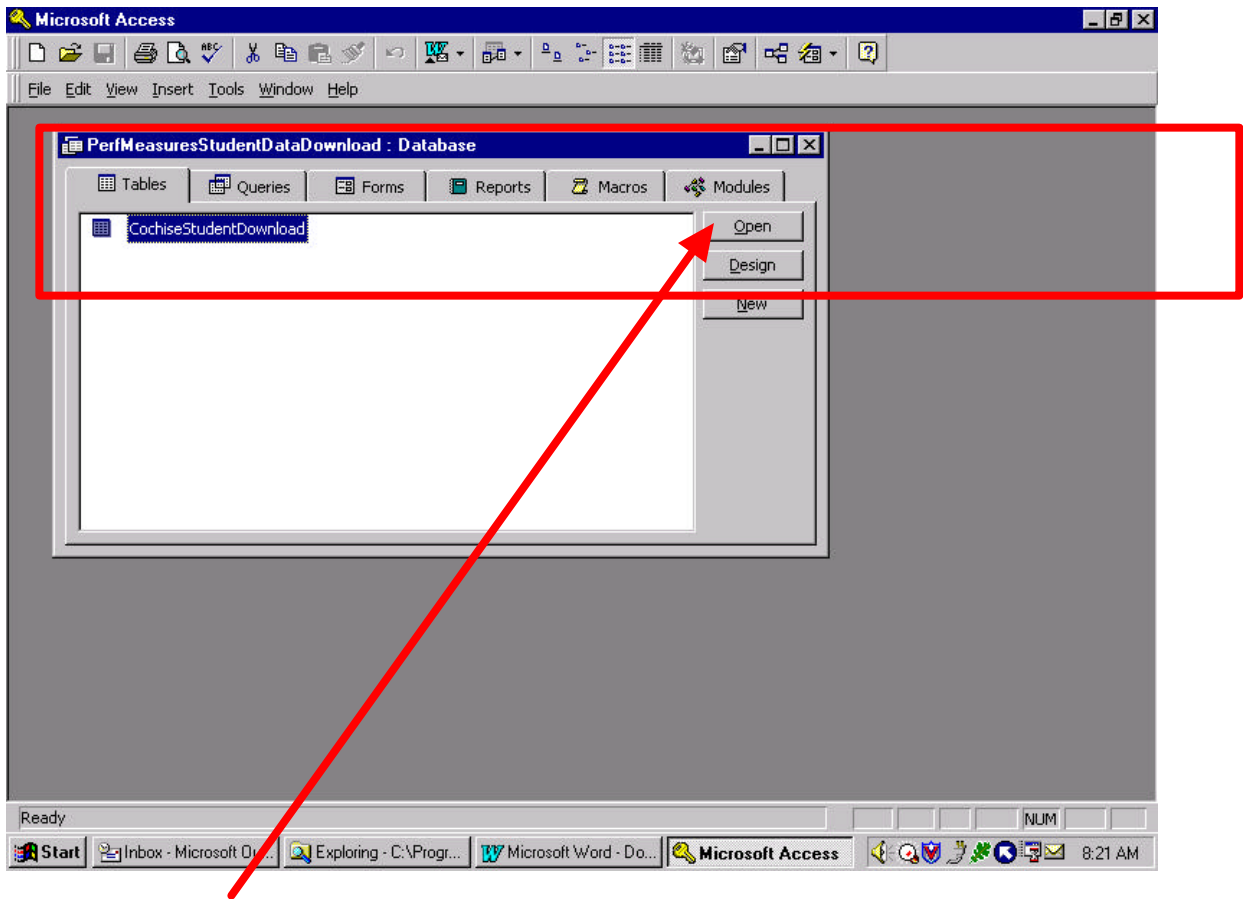
In the **Import to Table** box, give the table a meaningful name— as in the above example— “CochiseStudentDownload”. This name explains the contents of the data.

Click on **Finish**.



Microsoft Access provides an informative message to tell you that it has finished importing the text file into an Access table.

Click on OK.



Click on **Open** to see your new table.

Microsoft Access

File Edit View Insert Format Records Tools Window Help

CochiseStudentDownload : Table

ID	FirstName	MI	LastName	FiscalYr	School	StuTyDsc
1	Kathryn	M	Herrera	1999	CENTENNIAL H	Program Compl
2	Matilde		Alejandroz	1999	COOLIDGE HIG	Program Compl
3	Jose		Amezquita	1999	COOLIDGE HIG	Program Compl
4	Iwalani		Andrews	1999	COOLIDGE HIG	Program Compl
5	Rita		Antone	1999	COOLIDGE HIG	Program Compl
6	Jose	L	Aguilera	1999	WINSLOW HIG	Program Compl
7	Samatha	G	Gonzales	1999	WINSLOW HIG	Program Compl
8	VERONICA	L	JODY	1999	WINSLOW HIG	Program Compl
9	RAYMOND	S	BACA	1999	WINSLOW HIG	Program Compl
10	Donnie	R	Billie	1999	WINSLOW HIG	Program Compl
11	JOSE	J	GUERRERO	1999	WINSLOW HIG	Program Compl
12	GLEN		YONNIE	1999	WINSLOW HIG	Program Compl
13	TYRINE	A	ALCOTT	1999	WINSLOW HIG	Program Compl
14	NICK	F	TANNER	1999	WINSLOW HIG	Program Compl
15	THOMAS	J	FRENCH	1999	WINSLOW HIG	Program Compl
16	TAYVA	G	MARTINEZ	1999	WINSLOW HIG	Program Compl
17	CLORISSA	L	WILLIE	1999	WINSLOW HIG	Program Compl
18	KARRIE	L	TUELL	1999	WINSLOW HIG	Program Compl
19	Justina	E	Yazzie	1999	WINSLOW HIG	Program Compl
20	LORINDA	S	GISHIE	2000	WINSLOW HIG	Program Compl
21	PATRICK	M	THOMAS	2000	WINSLOW HIG	Program Conce
22	MARK	D	BETONEY	2000	WINSLOW HIG	Program Compl

Record: 1 of 4285

Datasheet View

Start | Inbox - Microsoft Ou... | Exploring - C:\Progr... | Microsoft Word - Do... | Microsoft Access | 8:21 AM

You can now view, sort, delete, and study your Student Download Data.

You can run queries on this data and create meaningful reports.

You can also email this entire database as an attachment to others who may need to view this data.